

COMPLETION OF THE DD 1351-2 (TRAVEL VOUCHER OR SUBVOUCHER)

1. General. Complete each travel claim by computer, or with a black ink ballpoint pen. Completion of a travel claim prepared with pencil will not be accepted. All entries must be legible and complete.

2. Vouchers. The following travel vouchers are utilized in the preparation of travel claims.

a. DD 1351-2 of Jul 2004 (Travel Voucher or Subvoucher).
All previous versions of this form are obsolete.

b. DD 1351-2C of Aug 1997 (Travel Voucher or Subvoucher
(Continuation Sheet)).

3. Instructions for Completing the DD 1351-2

a. Block 1

(1) Check "EFT" box for Electronic Funds Transfer.
Effective 1 January 1999, EFT will be the only method of payment.

(2) **Split Disbursements**. All DoD personnel are required to use the Government Travel Charge Card (GTCC) for incurred while executing official government travel. Per references (MARADMIN 515/03, MARADMIN 300/04, MCO 4600.40A, DODFMR Vol 9 Chap 3), a GTCC holder who travels is required to do split payment at a minimum, the costs incurred for rental cars, lodging, and commercial transportation, directly to the Bank of America. Travelers can initiate split disbursements in excess of the required minimum by annotating the appropriate amount in the split disbursement box on the DD 1351-2. It is the responsibility of the order issuing/approving official and supervisors to ensure that travel claims accurately reflect charges to be disbursed to the Bank of America.

(3) Marines who desire their payment to go to an account other than the direct deposit account must submit an Alternate Electronic Funds Transfer Form with the claim. Other service branch members are required to fill out an EFT form as well.

a. Block 2-4. Enter traveler's name, rank, and SSN.

b. Block 5. Check the box for TDY.

d. Block 6.a. Enter member's current residential address.

e. Block 6.b-d. Enter city, state and five-digit zip code.

- f. Block 6.e. Enter e-mail address.
- g. Block 7. Enter the Administrative Units telephone number or member's daytime telephone number.
- h. Block 8. May be left blank or TON # may be inputed.
- i. Block 9. List all travel advance payments and partial payments received. If no travel advances were received, this block must be marked "NONE". Do not list any ATM cash withdrawals taken.
- j. Block 10.a-c. Leave blank. **Finance Office use only.**
- k. Block 10.d. Provide Consecutive TAD dates and dates of any leave taken during the time period claim. List partial number and dates claimed for partial (not funded by M00091).
- l. Block 11. Enter unit name.
- m. Block 12 For TAD/Partial claims, leave blank.
- n. Block 13 For TAD/Partial claims, leave blank.
- o. Block 14 For TAD/Partial claims, leave blank.
- p. Block 15. Itinerary must be complete and exact.
The date of departure from and arrival at the Place Ordered or Called to Active Duty (PLEAD), Home Training Center (HTC) Permanent Duty Station (PDS) or other place where "official" travel begins and ends, and points where Temporary Duty (TDY/TAD) is performed. **These locations should be listed as City and State and not just Unit Name.**

(1) The location (city/state) must be listed on TAD claims for all overnight stops and all arrivals at duty stations.

(2) All Dates must be accounted for on the 1351-2. Travel that takes longer than one day must show all days of travel with no gaps.

(3) All return trips home while TAD/TDY must be shown.

(4) Any other deviation from the TAD/TDY must include a statement on the voucher in Block 29.

(5) Use the appropriate two symbol code from the reverse side (see Instructions) of the DD 1351-2 for Blocks 15.c. and 15.d. to show reasons for stops and mode of travel.

MEANS/MODES OF TRAVEL, Block 15.c. (Use two letters)

T = GTR/TKT	A = Automobile
G = Government Transportation	M = Motorcycle
C = Commercial Transportation (Own expense)	B = Bus
P = Privately Owned Conveyance (POC)	P = Plane
	R = Rail
	V = Vessel

REASON FOR STOP, Block 15.d.

AD = Authorized Delay	LV = Leave En Route
AR = Authorized Return	MC = Mission Complete
AT = Awaiting Transportation	TD = Temporary Duty
HA = Hospital Admittance	VR = Voluntary Return
HD = Hospital Discharge	

(6) The lodging cost should be recorded in Block 15.e.

(7) Block 15.f. should include POC mileage. This includes mileage to and from commercial transportation terminals.
Local Mileage must be claimed based off of an odometer reading.

q. Block 16. Complete this block if a privately owned vehicle was used.

(1) Own/Operate. Check if member drove or utilized his or her own personal vehicle.

(2) Passenger. Check if the member was a passenger in a privately owned vehicle.

r. Block 17 Check appropriate block indicating duration of the entire travel period.

s. Block 18. List any itemized reimbursable expenses to include:

- Parking, tolls, taxis,
- rental car, gas for rental car or government vehicle.
- Commercial airfare (where applicable).
- Registration/conference fees.
- Official local and long distance telephone calls.
- ATM fees.
- Laundry
- Handler's fees for bags at airports.
- Lodging, Utilities, and Furniture
- Other authorized miscellaneous expenses.

t. **Block 19.** Complete this block if traveler received any meals at no cost from the government or were provided in a conference/registration fee. Enter the date and number of meals for each date. If known, otherwise leave blank.

u. **Block 20.** Member's signature is required and must be submitted. The Supervisor's signature is required if the claim is not signed by the Approving Official (DODFMR 050201 Sect I).

NOTE: Claims without a member's signature cannot be liquidated. The member's signature may only be replaced if the member is deceased.

v. **Block 21.** The authorized approving official must sign and date attesting to the validity of any information listed in Block 18 and 29 on the DD 1351-2 that were not originally authorized in the orders.

w. **Block 22-28.** Leave blank.

x. **Block 29.** Complete this section when special authorization is not included in the orders prior to travel being performed. Any authorizations or modifications listed in this block require an "Approving Officer Signature" in Block 21 and approving Officers initials for any statement in block 29. This block may also be used to explain unusual circumstances or to clarify voucher entries on front of the DD 1351-2. No signature is required for clarification statements.

NOTE: Failure to obtain the approving official's signature will result in the expense(s) not being approved for reimbursement.